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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Executive Director
 THRU: Assistant Director, Collection and Dissemination
 FROM : Advisor for Management, ICAPS
 SUBJECT: Activation of the Office of Security

DATE: 16 January 1947

1. The attached papers are a recommendation of the Assistant Director for Collection and Dissemination to --

- a. Activate the Office of Security, CIG, by 15 February, 1947.
- b. Designate [] Acting Assistant Director pending selection of a permanent Assistant Director.
- c. Establish grades for the Office of Security in accordance with attached recommended Table of Organization.
- d. Procure certain designated individuals from various sources for assignment to the Office of Security.

2. Reasons given for recommending early activation of the Office of Security are increasing activities in the security field, including possible assumption of Security Advisory Board functions, and difficult housing arrangements within CIG.

3. There is no apparent objection to the activation of the Office of Security at any time the Director may deem desirable. It does not appear, however, to be a matter of immediate urgency. The problems referred to can, for some time to come at least, be handled by the Security Branch, OSB, provided that Branch is reasonably well staffed and operating.

4. The grades recommended for the Office of Security are in several cases too high for the responsibilities of the positions involved in relation to responsibilities of other positions set up in the organization. Pencil changes have been made in the recommended Table of Organization downgrading several positions.

5. In connection with the personnel requested --

- a. No action should be taken to obtain [] as Executive Officer with any implication that this position is to be established at a P-6 level. Grade CAP-11 is believed to be the very best which can be established for the position.

- b. OSB has been attempting to obtain the services of [] or [] for a key position in that Office. [] on January 14, visited CIG and stated that he was quite satisfied with his present civilian position and that he did not want any job with CIG. Several letters to [] relative to a possible position with CIG have remained unanswered.

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